What is a career assessment?
In general, career assessments can:
- Identify your strengths and weaknesses, i.e. what you do well and what you could do better
- Pinpoint your interests and match them with your skills
- Clarify your values, specifically what is important to you
- Examine the overlap among your skills, interests, personality, and values to identify corresponding majors or careers

These assessments are not a test of an individual’s abilities, but rather an examination of how their skills, values, personality and/or interests align with academic majors and career pathways. Career assessments can help you select or eliminate a major and/or career, as they are one way to start exploring different options available to you. Sometimes career assessments increase the number of options of interest to you, while other times they narrow your options. Please keep in mind that there are no right or wrong answers when taking a career assessment.

Who can take a career assessment?
All Haworth College of Business students are welcome to take a career assessment. Yet, students who need assistance selecting a major or career pathway are strongly encouraged to take a career assessment.

What career assessments are available to business students?
1. **FOCUS** – provides a description of your interests, skills, personality and values in order to explore careers matching your unique profile.

2. **Myers-Briggs Type Indicator (MBTI)** – provides an in-depth description of your personality preferences, including how you gather information and how you make decisions.

3. **Strong Interest Inventory (SII)** – provides in-depth feedback on your occupational interests including “what” academic program and career pathway might be a good fit for you and characteristics of work environments that motivate you.

Do career assessments take a great deal of time and money?
- **FOCUS** – Each assessment takes 10 to 15 minutes, for a maximum of one hour.
- **Myers-Briggs Type Indicator** – Takes approximately 20 to 30 minutes to complete.
- **Strong Interest Inventory** – Takes approximately 35 to 40 minutes to complete.

How does a business student choose which career assessment to take?
The **FOCUS** is a self-administered and self-interpreted career assessment. You are not required to meet with a career development specialist in The Career Center to take the FOCUS, but students are welcome to schedule a meeting for assistance with interpretation and career. Internet access is all that is required to take the FOCUS.
In order to take the **MBTI** and **SII**, students are required to meet with a career development specialist. Taking the MBTI and SII is a three-step process that occurs over the course of at least two weeks:

- **Informational appointment** – to gather information to assess a student’s needs and to describe the process of taking a career assessment (20-30 minute appointment)
- **Career assessment(s)** – student takes career assessment(s) needing only Internet access
- **Interpretive appointment** – to interpret the results of the assessment(s) and create an action plan based on student needs

Career Center staff can help you determine which, if any, assessment is best for you.

**What is the process for a business student to complete a career assessment?**

**FOCUS**

Using a web browser, access the Internet:
2. Select the FOCUS link in the Students and Alumni section. This will take you to the FOCUS login screen.
3. To create a new account, select “If you need to create a new account, click here.”
   - If you are a returning user, please enter your username and password. If you have forgotten your username and/or password, please contact The Career Center.
4. Enter the information on the registration screen.
   - Access Code (case sensitive): BRONCOS
   - Please use your wmich.edu email address when registering.
   - Create a username and password that you will remember. Please make note of them.
5. Under the “Self Assessment” section please take the following assessments:
   - Work Interest Assessment
   - Personality Assessment
   - Skills Assessment
   - Values Assessment
6. If you decide to meet with a career development specialist, print off the first page of each report and bring them with you to your appointment.
7. You may also search the FOCUS site to explore the many resources available to you.

**MBTI and SII**

Using a web browser, access the Internet:
1. Go to [http://online.cpp.com](http://online.cpp.com)
2. Enter the login: careercenterhcob
3. Enter the password: hcobcareers4you
4. Leave the “User ID” blank (unless you are a returning user and have a User ID #)
5. Click “log-in.”
6. Take the assessment discussed in your informational appointment:
   - MBTI® Step 1 (Form M)
   - Strong Interest Inventory ®

You will be prompted to select a batch name. Choose the batch name **BUSINESS**, and then provide the requested demographic information. Click the “Continue” button.
7. After completing the assessment, go to the bottom of the page, click “done.”
8. You will be prompted with the following options:
   - “Begin Another Assessment” (allows you to complete an additional assessment if advised)
   - “Log Out” (finishes your session)

**NOTE:** Write down your User ID #. Enter this number on the log-in page (http://online.cpp.com) when you return to finish an assessment or take an additional assessment.